

**CALIFORNIA DEPARTMENT OF AGING
Elderly Nutrition Program
Self-Review Tool***

PSA _____

Date of Review _____

Return completed Tool to CDA by _____

Have the following documents available at the time of Department monitoring visit:

- | | |
|--|---|
| 1. AAA Elderly Nutrition Program Policies and Procedures | 8. Nutrition Education & In-Service Training Schedules |
| 2. AAA ENP Assessment Tool for Annual ENP Review | 9. Sample ENP In-Service Training Evaluations |
| 3. AAA ENP Monitoring Schedule | 10. ENP Request for Proposal & Contract |
| 4. Annual Assessment Report for each ENP provider | 11. Advisory Council ENP Monitoring Checklist (if applicable) |
| 5. Corrective Action Plans or Follow-up on Review Findings | 12. Sample ENP Participant Surveys |
| 6. Approved, Current Menu Cycle for each ENP Provider | 13. Provider/Site Listings |
| 7. Home-Delivered Meals Screening & Assessment Forms | |

*Based on California Code of Regulations Title 22 Division 1.8 Article 6 Title IIIC- Elderly Nutrition Program

**California Department of Aging
Elderly Nutrition Program (ENP)
Self- Review Tool**

PSA: _____

Date: _____

Name: _____

Section	Review Elements	Y	N	Comments	Document Reviewed
7634	I. AAA Administration of the ENP				
	A. General Requirements				
7250 7252 7634.1 (a)	<p>1. Does the AAA ensure the provision of nutrition services as provided in the California Code of Regulation (CCR) Sections: 7250, 7252, and 7634.1(a)?</p> <p>Describe any technical assistance (TA) the AAA gave ENP providers during the past year.</p> <p>Was TA provided to any Title VI nutrition programs? If yes, describe.</p>				
7634.1 (b)	<p>2. Is the AAA Registered Dietitian (RD) staff or a consultant?</p> <p>Specify if the RD is full-time or part-time.</p> <p>If part-time, indicate the number of hours worked per month or contract year.</p>				
7634.1 (c)	<p>3. Are there areas in the Planning and Service Area (PSA) that are underserved?</p> <p>If yes, identify these areas.</p>				

Section	Review Elements	Y	N	Comments	Document Reviewed
7634.1 (d)	<p>4. Does the AAA plan to expand to provide services in these areas? If yes, explain.</p> <p>How many goals and objectives are specific for the ENP in the Area Plan?</p> <p>Where does the AAA stand in achieving these?</p> <p>What percentage of participants are: low-income ____; minority ____?</p>				
7634.1 (e)	<p>5. Does the AAA ensure that each meal meets requirements of Section 339, of the Older Americans Act (OAA)?</p>				
	<p>6. Are there any Title VI Native American ENP providers in the PSA?</p> <p>If yes, describe the AAA's relationship with them, e.g., what level of support is provided to them.</p>				
7250(b)(4)	<p>7. Does the AAA have policies and procedures specific to the ENP in addition to State regulations?</p> <ul style="list-style-type: none"> • If yes, please have available for the on-site. • If no, what procedures are followed by providers to ensure compliance with ENP regulations? 				
	<p>8. What percentage of the AAA budget is the ENP?</p>				

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	9. Does the AAA have performance-based contracting? What corrective action is taken for contractors who are over or under contract?				
	10. Does the AAA have a nutrition subcommittee as part of the advisory council? What are the duties of the subcommittee?				
7634.3	B. AAA Registered Dietitian Scope of Work				
7634.3(a)	1. Does the RD participate in the development of ENP policies, procedures, and standards?				
7634.3 (b)	2. Does the RD participate in the development and evaluation of ENP Request for Proposal (RFP), contracts, and budgets?				
7634.3(c)	3. Does the RD participate in the development of the nutrition services sections of the Area Plan?				
7634.3 (d)	4. Does the RD annually monitor ENP providers on-site? Does the annual monitoring verify that:				
7634.3 (d) (1)	<ul style="list-style-type: none"> Meals comply with the nutrition requirements? 				
7634.3 (d) (2)	<ul style="list-style-type: none"> Food safety standards are in accordance with the California Uniform Food Facilities Law (CURFFL)? 				
7634.3 (d) (3)	<ul style="list-style-type: none"> In-service training is in compliance with 7634.5(c)? 				
7634.3 (d) (4)	<ul style="list-style-type: none"> Nutrition education is in compliance with 7638.11? 				

Section	Review Elements	Y	N	Comments	Document Reviewed
7634.3 (d) (5)	<ul style="list-style-type: none"> Nutrition screening scores are accurately collected and reported for all participants? <p>Does a person, other than the RD, participate in the annual ENP review? (e.g., fiscal)</p>				
	<p>5. Is a corrective action plan (CAP) or follow-up done after an assessment or review?</p> <p>(Have copy of CAP for on-site)</p>				
7634.5	C. Selection of an ENP Provider				
7634.5 (b)	1. Are any providers for profit companies?				
7634.5 (c)	2. Is the AAA a direct service provider?				
7636	II. ENP Provider Administration				
7636.1	A. GENERAL REQUIREMENTS				
7636.1 (a)	<p>1. Does the provider establish and administer the program with the advice of an RD other than the AAA RD?</p> <p>Specify if RD is staff or consultant and the number of hours worked (month or year).</p>				
<p>7636.1 (b) (1)</p> <p>7636.1 (b) (2)</p> <p>7636.1 (b) (3)</p>	<p>2. Does each ENP provider:</p> <ul style="list-style-type: none"> Serve at least one meal per day? Serve meals at least five days per week throughout the service area? Have approval for lesser service available for on-site review? 				

Section	Review Elements	Y	N	Comments	Document Reviewed
7636.1 (b) (4)	<ul style="list-style-type: none"> Comply with the CURFFL and their local health department regarding safe and sanitary preparation of meals? 				
7636.1 (b) (5)	www.dhs.ca.gov/fdb/PDF/CURFFL2002.pdf <ul style="list-style-type: none"> Comply with Occupational Safety and Health Association (OSHA)? 				
7636.1 (b) (6)	<ul style="list-style-type: none"> Are providers monitored quarterly for safe food handling and sanitation practices to include the monitoring of temperature control at kitchen, congregate sites, and Home Delivered Meal (HDM) routes? (Have completed tools available for on-site) 				
7636.1 (b) (7)	<ul style="list-style-type: none"> Conduct nutrition screening of participants? 				
7636.1 (b) (8)	<p>_____ % of C-1 and _____ % of C-2 participants that are at nutritional risk.</p> <ul style="list-style-type: none"> Have a disaster plan to provide meals as feasible? 				
7636.1 (b) (9)	<ul style="list-style-type: none"> Have a policy to ensure that suspected elder abuse is reported? 				
7636.3	B. Staffing				
7636.3(a)	1. Does each provider have a manager on staff who conducts day-to-day management and administrative functions of the ENP?				
7636.3 (a) (1-3)	2. Do the managers of the ENPs meet the qualifications as specified in 7636.3(a)(1-3)?				

Section	Review Elements	Y	N	Comments	Document Reviewed
7636.3 (b)	3. Does each C-1 location have a site manager physically on-site during ENP activities in compliance with 76381(b)(1)? Is the site manager paid staff?				
7636.3 (b)	4. Is there a sufficient number of provider staff to carry out the requirements of the program?				
7636.5	C. ENP Provider Staff & Volunteer Training				
7636.5 (a)	1. Does each nutrition provider conduct orientation & training on a regular basis for its paid and volunteer staff?				
7636.5 (a) (1-2)	2. Does the training at a minimum include: <ul style="list-style-type: none"> • Food safety, prevention of foodborne illness? • HACCP principles? • Accident prevention? • Instruction on fire safety, first aid, choking? • Earthquake preparedness? • Other emergency procedures? 				
7636.5 (b)	3. Does each provider have a yearly written training plan?				
7636.5(c)	4. Does the provider RD review and approve the content of training prior to presentation?				
7636.5 (d)	5. Is a minimum of 4 hours of training provided annually?				

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7636.5 (e)	6. Does the staff evaluate the training?				
7636.6 (f)	7. Does the provider have documentation of training and evaluation? (Have available during on-site)				
7636.7	D. Record Keeping				
7500 (a) (1) / CFR 1321.65 (a)	1. Do providers submit statistical and program data to the AAA in a timely manner?				
7636.7 (b)	2. Does the AAA monitor and verify the accuracy of reported program income?				
7636.7(b)	3. Do ENP providers have written procedures to ensure accuracy of the number of meals served?				
7636.7(d)	4. Do providers maintain participant records in a confidential manner?				
7636.9	E. NSIP (USDA)				
7636.9 (b)	1. Does the AAA or provider have a written policy to assure that only meals served to eligible participants are claimed for NSIP reimbursement? How is the accuracy of participant meal counts verified/assured?				
7636.9 (c) (2)	2. Does the AAA assure that NSIP funds are not used as matching funds?				

Section	Review Elements	Y	N	Comments	Document Reviewed
7638	III. Nutrition Services Requirements				
7638.1	A. Congregate Nutrition				
7638.1 (a) (1)	1. Does each provider have written procedures for obtaining the views of participants about the services provided?				
7638 (a) (2)	2. Is there a policy to ensure that a participant without a reservation is not refused a meal if food is available?				
7638.1 (b) (1)	3. Is there paid or volunteer staff responsible for the day-to-day activities and physically on-site at the ENP mealtime?				
	4. Are there circumstances in which an individual with a disability would be excluded from or restricted in participating in the program? <ul style="list-style-type: none"> • Are menus and nutrition education material available for the visually impaired? • Are auxiliary aids available for the disabled, hearing or visually impaired? 				
7638.1 (b) (2)	5. Do restrooms, lighting, and ventilation meet CURFFL requirements?				
7638.1 (b) (3)	6. Are tables and chairs appropriate for participants and arranged for easy access?				
	7. In addition to State Regulations and AAA policies and procedures, do all providers have policies and procedures specific to ENP operations?				

Section	Review Elements	Y	N	Comments	Document Reviewed
7638.3	B. Home-Delivered Meals				
7638.3 (a)	1. Is eligibility and screening criteria used for prioritization of HDM participants? Are the criteria AAA-wide or specific to each provider?				
7638.3 (a) (2) 7638.3 (a) (4)	2. Is a written assessment completed in the home within 2 weeks of beginning meal service? Does each provider do quarterly reassessments on their HDM clients?				
7638.3 (b)	3. Are written instructions for reheating the meals in the language of the majority of the participants?				
7638.3 (c)	4. Is a waiting list established for meals when a provider is unable to provide meals to all eligible individuals? <ul style="list-style-type: none"> How many providers have a waiting list? Do they maintain an actual list of names or just that there is a need for HDM services? 				
7638.5	C. Meal Requirements				
7638.5 (b)	1. Does a registered dietitian approve the menu analysis?				
7638.5 (b) (1) (A-B)	2. Do providers complete a meal analysis based on the menu component criteria or a nutrient-based analysis? (Please specify.)				
7638.5 (c)	3. Does an RD approve menu substitutions?				
7638.5 (f) (1)	4. Are menus planned for a minimum of 4 weeks?				

Section	Review Elements	Y	N	Comments	Document Reviewed
7638.5 (f) (2)	5. Are menus posted in a location easily seen by participants?				
7638.5(f) (3)	6. Are menus in the language of the majority of the participants?				
7638.5 (f) (4)	Are cultural and ethnic needs of the participants reflected in the menus?				
	D. Eligibility for Nutrition Services				
7638.7(a-c)	1. Does the AAA or provider have a written policy that describes all eligible participants?				
7638.9	E. Contributions				
7638.9 (a-c)	1. Is there a sign with suggested contribution and guest fees? Is it clearly visible?				
7638.9 (e)	2. Do providers ensure that participant contributions are kept confidential?				
7638.9 (f)	3. Do ENP providers have procedures to ensure the accountability and safeguarding of participant contributions?				
	4. Do any providers use meal tickets? If yes, explain.				
	IV. Nutrition Education, Assessment & Counseling				
7638.11	A. Nutrition Education				
7638.11 (a)	1. Is nutrition education provided to C-1 and C-2 participants not less than 4X per year?				
7638.11 (b)	2. Does the RD provide input, review, and approve the content of nutrition education prior to presentation?				
7638.11 (c)	3. Are nutrition education needs of participating seniors assessed annually by each provider?				

Section	Review Elements	Y	N	Comments	Document Reviewed
7638.11 (d)	4. Does each provider have a yearly written plan for nutrition education training?				
7638.13	B. Nutrition Assessment and Counseling				
7638.13 (a)	1. When nutrition counseling is provided, does an RD do it?				
7638.13 (b)	2. Do providers have policies and procedures for nutrition counseling?				
	3. Are providers using “medical foods” or “liquid nutrition supplements?” If yes, explain.				

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Worksheet 1

Provider	# of Sites	# HDM Routes	Seniors Served C-1 ^{1,2}	Seniors Served C-2 ^{1,2}	Meals Served C-1 ¹	Meals Served C-2 ¹	HDM Waiting List as of:	Average Time on Waiting List
Total Unduplicated Participants reported by AAA on last Detailed Client Profile (C2) and Summary Client Profile (C1) submitted to CDA								

¹ Last Reporting year

² Seniors Served – Unduplicated

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Worksheet 2

Provider		Name	Date Completed Food Service Management Training	Date Completed Food Safety Certification
	Nutrition Director			
	Food Service Manager			
	Site Manager		N/A	
	Site Manager		NA	
	Nutrition Director			
	Food Service Manager			
	Site Manager		NA	
	Site Manager		NA	
	Nutrition Director			
	Food Service Manager			
	Site Manager		NA	
	Site Manager		NA	

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Worksheet 3

Provider	C-1	C-2	Source of Meals ¹	Method of Preparation ²	Meals Served B, L, D	Operational Days/ Week	Temperature Control in Transportation ³	HACCP Incorporated in Food Production Procedures

¹ Source of Meals: On-Site, Central Kitchen, Catered, Other

² Method of Preparation: Conventional, Cook Chill, Cook Frozen, other

³ System of Temperature Control in Transportation:
Equipment, Heat/Cold Source, Vehicle